

# NATIONAL MINORITY HEALTH MONTH CALENDAR OF EVENTS APRIL 2007

Have your event(s) included on the 2007 South Carolina National Minority Health Month Calendar of Events!

Instructions for including your event on the calendar:

### 1. Electronic Submission

To enter information about your event and submit it to the SC DHEC Office of Minority Health electronically:

- a. Key-in information about your event on the <u>Minority Community Health</u> <u>Activities/Events</u> form (use one form for each event).
- b. When you have completed keying-in the form, click the "Submit by Email" button located at the top right-hand corner of the form and follow the on-screen instructions. You can save an electronic copy of the completed form by clicking "File" located at the top left-hand corner of the screen and selecting "Save As..."
- c. Your minority health event will be added to the calendar. Check back regularly for other events scheduled during National Minority Health Month.

### 2. Fax Submission

To enter information about your event and submit it to the SC DHEC Office of Minority Health by fax:

## a. Key-In

- Key-in information about your event on the <u>Minority Community Health</u> <u>Activities/Events</u> form (use one form for each event).
- When you have completed keying-in the form, click the "Print Form" button located at the top right-hand section of the form and fax the hard copy to the number listed at the bottom of the form.

### b. Write-In

- Print a hard copy of the <u>Minority Community Health Activities/Events</u> form (use one form for each event) by clicking the "Print Form" button located in the top right-hand section of the form. Write-in information about your event on the form by hand and fax the hard copy to the number listed at the bottom of the form.
- c. Your minority health event will be added to the calendar. Check back regularly for other events scheduled during National Minority Health Month.

